

Brian Jackson College

Privacy Policy

16th September 2019

Privacy Policy

At Brian Jackson College we are committed to protecting the privacy and security of our customers and site visitors. The team here at Brian Jackson College fully understand the importance of keeping your data secure and private.

Brian Jackson College is part of Yorkshire Children's Centre.

This privacy notice therefore aims to be completely transparent about how we handle and use your personal data. We've tried to keep this policy as jargon free as possible, but if you are unsure of any terminology or have any questions or suggestions, please contact our Data Protection Officer using the contact details below.

1. Who we are and how you can contact us:

"Yorkshire Children's Centre" (referred to in this policy as "we", "us" or "our") is a trading name of:

National Children's Centre

Brian Jackson House
New North Parade
Huddersfield
HD1 5JP

Registered Charity Number:	288125
Company number:	176321
ICO Registration Number:	Z5459259

2. Our Data Protection Officer:

We have appointed a Data Protection Officer, who can be contacted in the following ways should you have any questions, complaints or feedback about your privacy:

Mail: **Data Protection Officer**
FAO Rob Edden and Bruce & Butler Limited
Yorkshire Children's Centre
Brian Jackson House
New North Parade
Huddersfield
HD1 5JP

Email: dpo@yccuk.org.uk

Tel: 01484 519988

3. Where we collect your personal data:

We collect your personal data in the following ways:

Data you give to us:

- Induction Form
- Health Survey

Data we are provided when you join Brian Jackson College:

- Referral Form
- My Support Plans

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- Educational Health Care Plan
- SENCo Support
- SIMs – Attendance, Exclusions, Behaviour, Attitude to Learning, Incidents
- Support Worker Details
- Police Incident Reports

Data we collect whilst you are a student:

- Attendance
- Behavioural
- Career Pathway
- CCTV
- Integris – Attendance, Exclusions, Behaviour, Attitude to learning, Incidents
- Photos and Videos taken for marketing purposes

4. Data we collect about you:

We will collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

- **Student Identity data** – title, name, date of birth, unique pupil number (UPN), gender, ethnicity, special requirements, criminal convictions, health information, religious and philosophical beliefs, sex life.
- **Parents/Carers/Guardians data** – title, name, relationship to student.
- **Student Contact data** – current address, email address, telephone number(s).
- **Parent/Carers/Guardians Contact data** – current address, email address, telephone number(s).
- **Emergency Contact data** – title, name, relationship to student, current address, telephone number(s)
- **Student School data** – attainment, attendance, behaviour, safeguarding, qualifications.
- **CCTV Data** – visual footage collected via CCTV.

We collect a special categories of personal data about you. This includes details about race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation and information about your health and genetic and biometric data.

We also collect information relating to criminal convictions that are currently being served or are outstanding.

5. How we use your personal data:

We are only allowed to use personal data about you if we have a legal basis to do so, and we are required to tell you what that legal basis is. We have set out in the table below: the personal data which we collect from you, how we use it, and the legal ground on which we rely when we use the personal data.

In some circumstances we can use your personal data if it is in our legitimate interest to do so, provided that we have told you what that legitimate interest is. A legitimate interest is when we have a business or commercial reason to use your information which, when balanced against your rights, is justifiable. If we are relying on our legitimate interests, we have set that out in the

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table below. We will not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law).

What we use your personal information for	What personal information we collect	Our legal grounds for processing	Our legitimate interests (if applicable)
CCTV footage	<ul style="list-style-type: none"> • CCTV 	<ul style="list-style-type: none"> • Legitimate interests (Art 6) 	To ensure the safety and security of students, employees, visitors and assets.
Photos and Videos taken during activities	<ul style="list-style-type: none"> • Photos • Videos 	<ul style="list-style-type: none"> • Legitimate Interests (Art 6) 	To show the work of our students in our marketing pieces for the website, magazines and articles.
Induction Form	<ul style="list-style-type: none"> • Student Identity & Contact Data • Parent/Carer/Guardian Identity & Contact Data • Emergency Contact Data 	<ul style="list-style-type: none"> • Legal Obligation (Art 6) • Performance of a Contract (Art 6) • Substantial Public Interest (Art 9) 	
Health Survey	<ul style="list-style-type: none"> • Student Identity & Contact Data • Emergency Contact Data 	<ul style="list-style-type: none"> • Legal Obligation (Art 6) • Substantial Public Interest (Art 9) 	
Referral Form	<ul style="list-style-type: none"> • Student Identity & Contact Data 	<ul style="list-style-type: none"> • Legal Obligation (Art 6) 	
My Support Plan	<ul style="list-style-type: none"> • Student Identity & Contact Data 	<ul style="list-style-type: none"> • Legitimate Interests (Art 6) 	To help provide a coordinated support environment whilst learning.
Educational Health Care Plan	<ul style="list-style-type: none"> • Student Identity & Contact Data 	<ul style="list-style-type: none"> • Legal Obligation (Art 6) • Substantial Public Interest (Art 9) 	
SENCo	<ul style="list-style-type: none"> • Student Identity Data 	<ul style="list-style-type: none"> • Public Interest (Art 6) 	
SIMs	<ul style="list-style-type: none"> • Student Identity & Contact Data • Parent/Carer/Guardian Identity & Contact Data 	<ul style="list-style-type: none"> • Legal Obligation (Art 6) • Legitimate Interests (Art 6) 	To demonstrate learning progress and excellence in the college.

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		<ul style="list-style-type: none"> • Performance of a Contract (Art 6) • Substantial Public Interest (Art 9) 	
Integrus	<ul style="list-style-type: none"> • Student Identity & Contact Data • Parent/Carer/Guardian Identity & Contact Data 	<ul style="list-style-type: none"> • Legal Obligation (Art 6) • Legitimate Interests (Art 6) • Performance of a Contract (Art 6) • Substantial Public Interest (Art 9) 	
Support Worker Information	<ul style="list-style-type: none"> • Student Identity Data • Parent/Carer/Guardian Identity Data 	<ul style="list-style-type: none"> • Legal Obligation (Art 6) 	
Police Incident Reports	<ul style="list-style-type: none"> • Student Identity Data 	<ul style="list-style-type: none"> • Legal Obligation (Art 6) 	
Attendance	<ul style="list-style-type: none"> • Student Identity Data 	<ul style="list-style-type: none"> • Legal Obligation (Art 6) 	
Behavioural	<ul style="list-style-type: none"> • Student Identity Data 	<ul style="list-style-type: none"> • Legal Obligation (Art 6) 	
Career Pathway	<ul style="list-style-type: none"> • Student Identity Data 	<ul style="list-style-type: none"> • Legitimate Interests (Art 6) 	To assist students in the development of future working and studying prospects.

6. Processing your data using our Legitimate Interests.

We have a number of lawful reasons that we can use (or 'process') your personal data. One of these lawful reasons is called 'legitimate interests'.

Broadly speaking legitimate interests means that we can process your personal information if we have a genuine and legitimate reason to ***and*** we are not harming any of your rights and interests.

7. Who we share your personal data with:

In order to provide you with our services and meet our legal obligations, we only share your data with 3rd parties, in the following circumstances:

- For your online studies;
- For any school requirements;
- For school reporting circumstances;
- To awarding bodies.

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We'll never make your personal data available to anyone outside the Yorkshire Children's Centre group for them to use for their own marketing purposes without your prior consent.

8. Transferring your personal information outside the EEA

We do not use any third parties who store data outside the EEA. Before sharing any information with a third party, we will ensure that there is a data processing agreement in place requiring that the third party protects personal data according to the GDPR.

9. How long do we keep your personal data?

We will only retain your personal data for as long as is necessary to fulfil the purposes for which it is collected. When assessing what retention period is appropriate for your personal data, we take into consideration:

- Any statutory or legal obligations;
- The requirements of the College;
- The purposes for which we originally collected the personal data;
- The lawful grounds on which we based our processing;
- The types of personal data we have collected;
- The amount and categories of your personal data; and
- Whether the purpose of the processing could reasonably be fulfilled by other means.

After such time, we will securely delete or destroy your personal data. In most instances the personal data processed by us this will be securely destroyed 6 years from when you cease to be a student. We only hold CCTV data for a period of 28 days.

10. Your rights

Right to be Informed

We will always be transparent in the way we use your personal data. You will be fully informed about the processing through relevant privacy notices.

Right to Access

You have a right to request access to the personal data that we hold about you and this should be provided to you, under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, within 1 month. If you would like to request a copy of your personal data, please contact us using the details at the top of this policy.

Right to rectification

We want to make sure that the personal data we hold about you is accurate and up to date. If any of your details are incorrect, please let us know and we will amend them.

Right to erasure

You have the right to have your data 'erased' in the following situations:

- Where the personal data is no longer necessary in relation to the purpose for which it was originally collected or processed.
- When you withdraw consent.
- When you object to the processing and there is no overriding legitimate interest for continuing the processing.

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- When the personal data was unlawfully processed.
- When the personal data has to be erased in order to comply with a legal obligation.

If you would like to request erasure of your personal data, please contact us using the details at the top of this policy. Please note that each request will be reviewed on a case by case basis and where we have a lawful reason to retain the data, it may not be erased.

Right to restrict processing

You have the right to restrict processing in certain situations such as:

- Where you contest the accuracy of your personal data, we will restrict the processing until you have verified the accuracy of your personal data.
- Where you have objected to processing and we are considering whether our legitimate grounds override your legitimate grounds.
- When processing is unlawful, and you oppose erasure and request restriction instead.
- Where we no longer need the personal data, but you require the data to establish, exercise or defend a legal claim.

Right to data portability

You have the right to data portability in certain situations. You have the right to obtain and reuse your personal data for your own purposes via a machine-readable format, such as a .CSV file. If you would like to request portability of your personal data, please contact us. This only applies:

- To personal data that you have provided to us;
- Where the processing is based on your consent or for the performance of a contract; and
- When processing is carried out by automated means.

Right to object

You have the right to object to the Yorkshire Children's Centre processing your data in these circumstances:

- Where the processing is for direct marketing. Remember you can opt out of email communication at any time via the unsubscribe feature on our emails;
- Where the processing is based on legitimate interests;
- Where the processing is for purposes of scientific/historical research and statistics

11. Not Happy?

Please let us know if you are unhappy with how we have used your personal data by contacting the Data Protection Officer (details can be found at the top of this policy).

You also have a right to complain to the Information Commissioner's Office. You can find their contact details at www.ico.org.uk. We would be grateful for the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.